

**PUEBLO OF LAGUNA  
JOB ANNOUNCEMENT NO. 2022-94**

**OPEN TO IN-HOUSE and EXTERNAL APPLICANTS**

<b>POSITION:</b>	<b>Executive Assistant</b>
<b>OPENING DATE:</b>	<b>February 8, 2023</b>
<b>CLOSING DATE:</b>	<b>Open Until Filled</b>
<b>DEPARTMENT:</b>	<b>Chief of Operations</b>
<b>SALARY RANGE:</b>	<b>E-15; \$49,442 - \$74,152</b>

**Position Summary:**

Under general direction of the Chief of Operations (COO), the Executive Assistant performs a wide range of administrative, executive and basic budgeting level support. Plans and organizes functions required for the operation and maintenance of the Office. Achieves results through independent direction, assistance and coordination of activities. Consistently applies the Pueblo's Core Values in support of Workforce Excellence. Maintains confidentiality of all privileged information.

*This list of duties and responsibilities is illustrative only of the tasks performed by this position, and is not all-inclusive.*

**Essential Duties & Responsibilities:**

- Maintains communication with executive staff, department directors, employees, and the public in person, by telephone, or via email to obtain and disseminate information and resolve discrepancies regarding a variety of subjects. Provides relevant administrative support to the programs and departments under the COO's supervision.
- Screens incoming calls, visitors, and correspondence; routes to appropriate program staff as required; may respond to inquiries independently based on nature of contact.
- Consistently applies and exhibits professional etiquette and demeanor in business and public contacts.
- Reads, researches, and routes correspondence; drafts letters and documents; collects and analyzes information to conserve COO's time; initiates telecommunications and virtual conferencing.
- Develops drafts of correspondence, policy statements, position papers, and other official documents for decisions and further action by the COO and appropriate department directors.
- Reviews and analyzes files, documents, printed and electronic material to ensure the completeness and accuracy of documents.
- Maintains calendar and appointments for COO, coordinates and arranges meetings, conferences, programs, and other events.
- Prepares correspondence, reports, meeting minutes, resolutions, and other documents and communications from drafts, recordings, or verbal instruction.
- Edits and reviews correspondence and documents submitted for COO's signature; ensures accuracy of content, correct grammar, punctuation, and spelling. Initiates dialog with relevant program personnel to resolve identified discrepancies.
- Develops, implements, and manages administrative office support systems including digital records and file management.
- Assists in preparing annual budget and budget modifications; conducts research and analysis of the cost of office operations; prepares reports and supporting data for the annual budget, maintains Office budgets, utilizes cuff accounts, and works accordingly with the Accounting Department.
- Maintains/monitors construction contract budgets; prepares reports, project invoices, and construction payment requests. Ensures the required recordkeeping of construction activities.
- Completes and ensures the processing of personnel action forms, purchase requests, requests for payment, travel requests, and other administrative documents.
- Acts as liaison between the COO and relevant external agencies; maintains active communications with programs and Pueblo entities as directed.
- Monitors and expedites time dependent activities and projects for compliance with deadlines. Represents the Office through effective communication and relationship building initiatives to internal and external entities.
- Represents the Chief of Operations at specified meetings, events, and activities as directed.
- Coordinates the technology needs of the Chief of Operations Office.; purchases hardware and software with assistance of IT personnel; ensures staff is fully trained on systems, policies, and procedures.
- Ensures the confidentiality of privileged information.
- Contributes to a team effort and accomplishes related results as required

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- Performs other duties as required.

### **Minimum Qualifications:**

Bachelor's degree in Business Administration or related field required. Ten years of administrative or executive level experience, including five years advanced computer experience required. A combination of relevant education and directly related work experience may be considered. Fluency in the Laguna language preferred.

### **Background Investigation Requirements:**

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Executive Assistant-Chief of Operations is designated as a High-Risk Public Trust (HRPT) position.

<b>Type of Background Check</b>	<b>Required</b>
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	X
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other	

### **Knowledge, Abilities, and Skills:**

- Knowledge of traditional form of government and pueblo customs, traditions.
- Knowledge of the functions and structure of the Pueblo of Laguna.
- Knowledge of modern office practices, procedures, and equipment.
- Knowledge of proper spelling, grammar, punctuation, and math skills sufficient to carry out essential duties.
- Knowledge of hard copy and digital records management; of intermediate accounting procedures.
- Ability to communicate effectively, both verbally and in writing.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability and skill to exercise/exhibit professionalism in contacts.
- Ability to maintain confidentiality and exhibit high moral character and self-responsibility.
- Ability to be tactful in controversial and divisive situations.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to establish and maintain professional relationships with the public and co-workers.
- Ability to handle multiple tasks and meet deadlines.
- Ability to make solid decisions and exercise independent judgment.
- Ability to follow oral and written instruction.
- Skill and ability to navigate internet and in use of other virtual tools.
- Skill and ability in attention to detail; to recognize inconsistencies or missing information in documents and files.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill in budget preparation and administration.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in computer use, including Word, Excel, Outlook, and software unique to program.

**Application Instructions:**

- Go to [www.lagunapueblo-nsn.gov](http://www.lagunapueblo-nsn.gov) and click on Employment Opportunities for application instructions and application form. **Read instructions prior to completing application form; incomplete applications will not be considered.** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
  1. E-mail to [poemployment@pol-nsn.gov](mailto:poemployment@pol-nsn.gov);
  2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
  3. Deliver to the Human Resources Office, 22 Capital Road; Laguna, NM
  4. Fax to (505) 552-9675
- For more information, contact Whitney Roughsurface, at (505) 552-5784 or by e-mail at the above address.

**LAGUNA TRIBAL MEMBER PREFERENCE APPLIES**